

FIRE AND EMERGENCY PROCEDURES MANUAL
2101 L STREET

For Emergency Response Team Use Only (Draft)

Purpose:

This Occupant Emergency Plan (OEP) is established for the Federal occupants located at 2101 L Street, NW, Washington, D.C., hereafter known as the **Building**. The OEP is designed for the behavior, safety, and protection of the Federal employees and visitors to all Federal space located in the Building. The OEP is a short-term emergency response program that establishes procedures for the safeguarding of lives and property during emergencies in the Building.

Scope:

The OEP establishes a sequential plan of response for initially recognizing, identifying, and reporting the existence of specific emergency situations threatening the staff and visitors to Federal space located in the Building.

This plan, when implemented and supplemented with appropriate instructions from the **Safety Committee**, will become an operational tool for effective and responsive action for the occupants of the Federal space located in the Building.

Safety Committee

An essential element of the OEP is the establishment of an onsite Safety Committee. This committee shall be composed of the Designated Official, an Alternate Designated Official, the Safety Officer, a member of the property management staff (Charles E. Smith Companies) and a representative from each Federal division or staff located in the building site. This committee is charged with developing a systematic, safe, and orderly evacuation procedure that works for the specific space occupied by each Federal staff and division that has a presence in the Building.

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Responsibilities of the Safety Committee, Emergency Response Team, and Employees and Visitors

Designated Official (DO):

In accordance with 41 CFR Ch. 101, the DO is the highest ranking official, on site, of the primary occupant Agency located in the leased space. The DO may appoint the Safety Officer to interact with all occupant agencies and may redelegate his/her responsibility as DO to another Federal (occupant) if agreed upon by the recipient and stated in writing.

The DO shall maintain close communications with the Emergency Response Team (ERT), property management and security officials, Fire Department, and Federal Protective Service (FPS) officials.

The DO's duty location during an emergency is at the Command Center (located inside or outside the lobby door) or the alternate designated location (lobby of Social Security Administration, 2100 M Street, N.W.).

The DO shall:

- *☐ ensure that an OEP is developed, implemented, and maintained in leased Federal space
- *☐ ensure that an ERT is properly staffed and trained
- *☐ ensure that emergency procedures are issued to occupants
- *☐ ensure that appropriate monitor equipment and supplies are ordered and provided to the ERT
- *☐ ensure that all Floor and Elevator Monitors, and the Safety Officer are notified of the emergency situation and the need for an evacuation of all Federal occupied space when the buildings general alarm is not sounded and in the event of a bomb threat or other emergency
- *☐ ensure that the property management and security officials are aware of all disabled employees, their names, locations, and needs to ensure their evacuation in the event of an emergency
- *☐ provide floor evacuation status to the property management and security officials
- *☐ activate Command Center Team.

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- *☐ receive ERT s reports and determine when building is completely evacuated
- *☐ use Exhibits 7 and 8 to track floor evacuation status.

The DO relies on the:

- *☐ **ADO s** to carry out requirements of DO when necessary
- *☐ **Safety Officer** to carry out responsibilities necessary to promote safety for all employees and visitors in Federal space
- *☐ **Emergency Response Team** to work with the Safety Officer in carrying out the OEP as well as know their responsibilities for use in emergency evacuation procedures
- *☐ **Employees** to fully cooperate in the implementation of the emergency plan and staffing of the Safety Committee, as well as cooperate in carrying out requirements expected of them.

Alternate Designated Official (ADO)

If the DO is absent during an emergency, the ADO shall perform responsibilities under Designated Official. If the DO is on the premises and the Safety Officer is absent, the ADO shall assist the DO as deemed necessary.

Safety Officer

The Safety Officer shall assist the DO in developing and carrying out the OEP. The Safety Officer assists the DO or ADO at the Command Center. If the DO and ADO is absent during the emergency, the Safety Officer shall carry out responsibilities under Designated Official. In that case, the Safety Officer may obtain additional assistance from staff members (i.e., Branch Chiefs, DO s secretary, ADO s secretary).

The Safety Officer shall:

- *☐ coordinate and/or train employees and the ERT on evacuation procedures
- *☐ oversee the ERT and ensure that they carry out their duties
- *☐ update the OEP as deemed necessary
- *☐ report problems and concerns to the DO.

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- *☐ procure and order ERT equipment and supplies
- *☐ distribute OEP to all employees
- *☐ keep DO abreast of any changes and requirements necessary to carry out the OEP
- *☐ assist DO in carrying out the OEP.

Floor Team

The OEP is carried out, for the most part, by **Floor Teams**, who are assigned to each floor of the leased space where there are Federal employees. The Floor Team is normally made up of Floor and Elevator Monitors, Area Monitors, Stairwell Monitors, and Floor Staging Area Monitors (Buddies).

The Floor Team shall:

- *☐ be familiar with their responsibilities during emergencies
- *☐ be familiar with the location of employees in their designated area and if disabled, be familiar with their names, locations, and needs (i.e., wheelchair assistance).
- *☐ know who the other team members are
- *☐ report fire, safety, and evacuation hazards
- *☐ proceed to their designated areas in the event of an emergency unless notified otherwise
- *☐ know area boundaries and room layouts for evacuation checking purposes
- *☐ participate in training with other members of the team
- *☐ notify the DO when employees fail to evacuate or enter prohibited areas
- *☐ report OEP discrepancies to the DO and Safety Officer.

Floor and Elevator Monitors

Floor and Elevator Monitors duty location during an emergency is near the elevators on their respective floor. They are the **Connecting Link** between their

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respective employees, the DO, and the fire and emergency officials.

They have direct control and responsibility for all decisive matters relating to the safety of employees and visitors during an emergency. They shall ensure that evacuation routes are posted on bulletin boards and office exits are known to occupants. They are responsible for designating exact boundaries of floor areas which are assigned to the Area Monitors and Stairwell Monitors.

Floor and Elevator Monitors (within the bounds of the OEP) are in charge during an emergency. They rely on all monitors to provide progress reports to them when they totally evacuate their designated areas. The Floor and Elevator Monitors shall know the names, locations, and needs of disabled employees and visitors.

In the event of an emergency, Floor and Elevator Monitors shall proceed as follows:

- *☐ proceed to assigned floors and ensure the safest route for evacuation based upon the location of the emergency

Note: For example, a fire between the office and stairwell may force occupants to use alternate routes.

- *☐ ensure that all Federal employees and visitors use the stairwells to exit the building **not** the elevators. Evacuate employees down unless otherwise instructed by fire officials
- *☐ ensure that they have a backup who is knowledgeable of the staff and any special requirements, will be available, and are qualified to act in their behalf to perform their duties and responsibilities during an emergency
- *☐ ensure that buddies remain with disabled persons until the fire and emergency officials arrive or if an evacuation chair is available, ensure buddies use this method to evacuate the disabled persons
- *☐ ensure that in the event of a fire or other situation which may interrupt elevator service, they check the elevators on their floor for trapped passengers. Advise trapped passengers to remain in the car away from the doors and to wait for assistance. **DO NOT ATTEMPT TO FORCE OPEN THE ELEVATOR DOORS. ATTEMPTS TO OPEN THE DOORS AND/OR EXIT THE CAR MAY RESULT IN LOSS OF LIFE OR SERIOUS INJURY.** Immediately notify the emergency officials through the DO located in the Command Center
- *☐ report to the DO, any fire, bomb threat, or other emergency situation located within their designated space

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- * □ remind employees and visitors that the relocation sites are the small park area at 21st and M Streets, Port of Piraeus Restaurant at, 1155 21st Street for disabled employees and visitors, or the small park area at 21st and Pennsylvania Avenue (alternate relocation site for all employees and visitors)
- * □ stand by for instructions (from the fire and emergency officials) to assist disabled persons, and for other types of elevator emergencies
- * □ maintain communications with the DO located at the Command Center during an emergency
- * □ designate exact boundaries of floor areas which are assigned to the Area Monitors and ensure that evacuation routes are posted on bulletin boards and office exits are known to all occupants
- * □ inform the DO (located at Command Center) when floor evacuation is complete
- * □ vacate the building after complete evacuation and assist in exit control and moving occupants to relocation site, if deemed necessary.

Area Monitors

Area Monitors are responsible for vacating employees from designated office space including restrooms when there is an emergency. They work closely with the Floor and Elevator Monitors to ensure floor evacuation. They assist the Floor and Elevator Monitors and may act in their absence.

Area Monitors will know the names and workstation location of employees that they are responsible for ensuring evacuation from their assigned areas during an emergency.

In the event of an emergency Area Monitors will proceed as follows:

- * □ proceed to their assigned areas and direct orderly flow of persons out of their area to the closest emergency down the stairwell
- * □ ensure that all Federal space including restrooms on their respective floors are vacated
- * □ report to the Floor and Elevator Monitor when all persons have evacuated the assigned space

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- * □ act in the absence of the Floor and Elevator Monitors, when deemed necessary

Note: In this case, the Acting Floor and Elevator Monitors should ensure that his/her current role as Area Monitor is carried out by another Area Monitor. The Acting Floor and Elevator Monitor should immediately take position in the hallway near the elevator, then **immediately** inform the DO and all other Area Monitors (on the respective floor) of his/her acting role.

- * □ vacate the building after ensuring floor evacuation and after reporting the status to the Floor and Elevator Monitors.

If the emergency is due to a fire or bomb incident (a suspicious package) evacuate employees to nearest exits. If the emergency is in that area, direct them away from the emergency area to other stairwells on that floor.

Stairwell Monitors

Stairwell Monitors shall support the Floor and Elevator Monitors, and Area Monitors. In an emergency, they have control of movement of persons on designated stairways. They may act as assistants to the Floor and Elevator Monitors and may act in their behalf in their absence.

Note: Backup Stairwell Monitors should assist as backup Floor and Elevator Monitors when deemed necessary (i.e., when backup Area Monitors are not available to assume acting Floor and Elevator Monitors positions).

In the event of an emergency, Stairwell Monitors shall proceed as follows:

- * □ proceed to their stairwell and control movement of persons on stairways keeping them in a single file (walking on right-side of steps) and moving steadily at a walking pace
- * □ keep the stairwell door open until the area is clear of employees and visitors
- * □ after the stairwell has been vacated, close the stairwell door, place a fluorescent sticker on it, then provide a status report to the Floor and Elevator Monitors
- * □ proceed down the stairs when directed by the Floor and Elevator Monitors
- * □ **if the emergency is due to a fire**, proceed to an assigned stairwell, inspect stairwell for smoke or other obstruction

Note: Should assigned stairwell be filled with smoke, restrict use of that stairwell and direct employees and visitors to an alternate stairwell.

- *□ **if the emergency is due to a bomb incident (i.e., a suspicious package)**, proceed to their assigned floor and check the stairwell for suspicious looking packages (**DO NOT SEARCH PACKAGES**), and report same information to Floor and Elevator Monitors.

Floor Staging Area Monitors (Buddies) for the Disabled

Floor Staging Area Monitors (Buddies) shall oversee their assigned area (i.e., 3rd Floor, Room 303A reception area or nearby stairwell, or 5th Floor, Room 5000 reception area or nearby stairwell). At least two buddies and a backup should be assigned to each staff where there is at least one disabled person (i.e., an employee, a visitor). **Buddies will have at least one walkie talkie in their area for communicating to the DO at the Command Center.**

In the event of an emergency, Buddies shall proceed as follows:

- *□ assist (depending upon the need) the disabled person from their work places to the floor staging area or nearby stairwell and remain with the person until the fire and/or emergency officials arrive.

Exception: If an evacuation chair is available, assist and accommodate the disabled person in the chair then proceed to the nearest stairwell and then down the stairwell directed by the Stairwell Monitor moving outside the building to the relocation site.

- *□ inform the Floor and Elevator Monitors and DO of the disabled persons names, locations, and needs.

In the event of an emergency such as a bomb explosion, move disabled persons to a safe area and remain with the persons until instructed otherwise

Runners

Runners communicate messages for the DO and Offsite Manager. They are located at the Command Center and are always on standby in the event that the DO needs them for special assignments.

Runners shall:

- *□ relay messages for the DO, when deemed necessary (i.e., to and from the Offsite

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Managers when communications by walkie talkie fails).

- *☐ serve as backups in the absence of the Offsite Managers.

Offsite Managers

Offsite Managers oversee the safety of employees away from the building during an emergency. Their duty location is at the small park area at 21st and M Streets, Port of Piraeus Restaurant at, 1155 21st Street (for disabled employees and visitors), or the small park area at 21st and Pennsylvania Avenue (alternate relocation site for all employees and visitors).

Offsite Managers shall:

- *☐ escort employees and visitors to and from the relocation site
- *☐ ensure that employees remain at the relocation site until the DO sends notification that the emergency is over and the employees and visitors can reenter the building
- *☐ communicate with the DO by means of walkie talkie or through the runner, when deemed necessary
- *☐ notify the DO when employees fail to cooperate

Employees and Visitors

Employees and visitors are expected to cooperate with the DO, Safety Officer, ERT, and other officials (i.e., emergency and law enforcement officials).

Employees shall familiarize themselves with the Safety Committee and Emergency Response Team. **See Exhibit 4.**

FOLLOW INSTRUCTIONS UNDER Evacuation, Fire, Telephone Bomb Threat, Bomb Explosion, Telephone Chemical or Biological Threat, Terrorist Incident/Hostage Taking, Hazardous Material, Natural Disasters, Violence in the Workplace, Demonstrations, Power Failure, and Medical/First Aid Emergency, Shelter-in-Place.

Evacuation

When evacuation is required, employees shall proceed as follows:

- *☐ when the alarm sounds or when individual announcements are made to evacuate, evacuate

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their area through the nearest exits and as directed by the monitors.

Note: Under no circumstances are unauthorized personnel employees to remain in the building when the alarm has been activated or when individual notices are provided by monitors and/or any other emergency official.

Disciplinary action could result if any employee refuses to evacuate or enters prohibited areas.

- *☐ do **not** panic. Do **not** run.

- *☐ take only personal belongings (i.e., Government identification, purse or wallet, and clothing necessary to protect oneself from the weather)

- *☐ do **not** use elevators to exit building

Note: The fire officials have the capability to enter the building and manually control the elevators in order to evacuate the disabled persons who cannot manage stairwells.

- *☐ after evacuating building, go directly to the offsite relocation site and remain there until directed (by the Offsite Manager) to enter the building

If the fire alarm sounds or an individual announcement is made to evacuate when help is not available (i.e., at the end of the day and monitors have left), contact the property management officials (**223-3131**), the security officials (**785-1334**) and **FPS officials (708-1111)** for assistance in evacuating the building, if deemed necessary.

Note: If you are working late in the afternoon, you should inform security of your name, location, and any needs you would have in the event of an emergency.

Fire

If fire or smoke is noticed by any Federal employee the employee shall proceed as follows:

- *☐ immediately pull the manual fire alarm. **Do not attempt to control the fire.**

Note: Manual fire alarm pulls are located outside of each stairwell on each floor in the building.

- *☐ call the **Fire Department (911)** and **FPS (708-1111)**.

- *☐ notify others in your area

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- *☐ do not panic
- *☐ evacuate only by stairway. Follow the instructions of the ERT.

Note: Disabled employees and visitors should remain in staging area or at a nearby stairwell with their buddies until the fire and emergency officials evacuate them.

Exception: If an evacuation chair is available, Buddies may evacuate disabled persons by this method.

Telephone Bomb Threat

It has been proven that a large majority of bomb threats are false alarms, meant only to disturb or disrupt the normal work of a person or organization. However, at no time should any call be regarded as just another false alarm.

In the event of a bomb threat, employees shall proceed as follows:

- *☐ do **not** panic
- *☐ keep the caller on the line as long as possible
- *☐ get someone else to pick up on an extension to listen to the caller in order to validate the conversation
- *☐ ask the caller to repeat the message
- *☐ record or write down every word spoken by the person. Obtain as much information as possible from the caller. **Use checklist in Exhibit 5.**
- *☐ have someone else call the **FPS (708-1111) and Police (911)** while staying on the line with the caller
- *☐ follow the instructions of the law enforcement officials
- *☐ provide information in **Exhibit 5** to law enforcement officials

Bomb Threat (Suspicious Package)

If for any reason an employee suspect that a package, carrying case, or other bundle contains a bomb proceed as follows:

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- *☐ immediately notify the **FPS (708-111), Police (911), and DO.**
- *☐ do not touch or disturb anything you may find
- *☐ if evacuation becomes necessary, follow instructions provided by the ERT and emergency officials

Telephone Chemical or Biological Threat

In the event of a chemical or biological threat, employees shall proceed as follows:

- *☐ do **not** panic
- *☐ obtain as much information from the caller as possible. **Use checklist in Exhibit 6.**
- *☐ after the caller hangs up the telephone, immediately report the threat to the **FPS (708-111), Police (911), and DO.**

Note: Do not call out on the line that the threat call came in on. This provides a chance for tracing the threat call.

- *☐ provide information in **Exhibit 6** to law enforcement officials.

Bomb Explosions

In the event of a bomb explosion the ERT and emergency officials would direct all employees to a safe area. Employees shall follow instructions provided by the ERT and emergency officials. Emergency officials would provide necessary medical attention to those in need.

Terrorist Incident/Hostage Taking

A threat which has emerged over the past decade has been that of terrorism. Politically motivated or deranged individuals may use a number of methods to express a point, attract attention or seek revenge. Because of the prominence of the Washington, D.C., area in world affairs, it is particularly susceptible to terrorist threats from both domestic and foreign groups.

Because of the surprise factor and the variety of methods at the disposal of the terrorist/hostage taker, it is very difficult to provide instructions on what the individual employee should do if they experience a terrorist incident. General instructions are provided for that purpose.

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In the event of a terrorist or hostage taking, employees shall proceed as follows:

- *☐ do **not** panic
- *☐ follow all instructions of the law enforcement officials
- *☐ if afforded an opportunity, make note of the physical description of the perpetrator(s).
Even small details can help law enforcement officials in making identification
- *☐ if taken hostage, remain calm and follow the instructions of the perpetrator

Note: In a majority of incidents, after negotiations, the hostages are released unharmed and the hostage taker apprehended.

- *☐ provide available information to law enforcement officials

Hazardous Materials

An incident involving hazardous materials, including gas, could require emergency evacuation of employees. Such materials could be flammable or explosive, or be toxic upon inhalation or by direct contact.

In the event of an incident involving a hazardous substance (i.e., spills, leaks) employees shall proceed as follows:

- *☐ evacuate the immediate area
- *☐ notify the **Fire Department (911) and FPS (708-1111)**. Provide their name, location, and telephone number
- *☐ follow instructions provided by the law enforcement, emergency officials, and property management officials.

Natural Disasters

If an advance notice is received about an expected disaster, the ERT, emergency officials and the property and security officials would have employees and visitors to evacuate offices then direct them to safe locations to help prevent injuries. Employees may be required to stand by in halls with all doors secured.

Note: The ERT, emergency officials, and security and property management officials would secure doors to prevent injuries.

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Employees shall cooperate with the ERT and emergency officials.

Violence in the Workplace

Violence in the workplace can occur in many ways. Examples include, intimidating behavior, threats of suicide, injury or the threat of injury to property and/or persons, fist fights, shootings, stabbings, sexual assaults, or unauthorized use of deadly weapons and explosives.

In the event of violence in the workplace, employees shall proceed as follows:

- *☐ report all acts of violence to their supervisor
- *☐ in the case of an emergency, contact the **FPS (708-1111) and Police (911)**
- *☐ if evacuation is necessary, follow instructions of the law enforcement and emergency officials.

DEMONSTRATIONS

Politically motivated groups could attempt to demonstrate in front of your building, illegally gain entrance or attempt to shut down operations by preventing you from entering the building.

In the event of a demonstration, employees should proceed as follows:

- *☐ avoid contact and confrontations with the demonstrators
- *☐ seek unobstructed entrances, even if you must walk around to the other side of the building
- *☐ be ready at any time to present your Government identification to law enforcement officials
- *☐ if unable to gain entrance to the building, seek a location away from the demonstration site to call your office and obtain instructions
- *☐ follow all instructions provided by the law enforcement officials

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POWER FAILURE

Occasionally, a power failure could occur and disrupt activities in the building. The building has a backup generator which will allow one elevator to run and lights to be on in some of the office spaces.

In the event of a power failure, employees should proceed as follows:

- *□ if lights are affected, open blinds or drapes to provide outside light

If caught on elevator, employees should proceed as follows:

- *□ do **not** panic
- *□ push the call button on the elevator to activate Security (Kastle). When an official answers the telephone, provide your name, elevator car number, and floor number

Note: Security will provide the above information to the Building Property Management Office and they will send help ASAP.

DO NOT TRY TO OPEN THE ELEVATOR DOOR. THAT COULD CAUSE INJURY OR LOSS OF LIFE.

MEDICAL/FIRST AID EMERGENCY

Occasionally employees may experience medical or first aid emergencies. All offices have a first aid kit. The Health Room is equipped with first aid supplies and a recliner/chair for use in the event an employee becomes ill.

For widespread medical emergencies (i.e., multiple injuries) the ERT should ensure that local emergency officials (**911**) are contacted for assistance.

Note: Team members and other staff members who are certified CPR/First Aid Providers may volunteer to provide assistance during an emergency.

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Shelter-In-Place

Shelter-in-Place is a protective action taken inside the building to protect you from external hazards, minimize your chance of injury, and/or provide the time to allow preparations for a safety evacuation.

Employees will be required to shelter-in-place when:

- * ☐ the Designated Official deems that it is in your best interest to remain in a sheltered environment
- * ☐ there is no immediate danger outside, but we are requested by other Government entities to participate in a controlled dismissal to allow for an orderly movement out of the District of Columbia.

Options

- * ☐ stay in your office
- * ☐ move to an interior space-an office or corridor that is not part of the outside perimeter of the building
- * ☐ relocate to another part of the building-either horizontally or vertically

Most likely scenarios

- * ☐ severe weather (tornado, hail, etc.)
- * ☐ civil unrest
- * ☐ accidental chemical release due to industrial/vehicle accident
- * ☐ controlled release of personnel for an orderly evacuation from the District of Columbia
- * ☐ upon request from other government agencies to allow for the movement of personnel from other parts of the city who are in danger even though the headquarters complex is not affected.

Based on the event, employees will be provided instructions by the Designated Official, Monitors, and their supervisor.

Shelter-in-Place Survival Kit and Personal Items

All employees shall maintain a shelter-in-place survival kit and personal items that they would probably need if they were sheltered in for a day or more.

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Listed below is a recommended emergency kit (i.e., survival kit, personal items) that we encourage you to maintain in your office in the event of a shelter-in-place situation.

- * ☐ water-pre-packaged with 5 year shelf life or bottled water (1 or 2 quarts)
- * ☐ Nonperishable foil wrapped food such as snack or high protein bars
- * ☐ small battery operated or solar radio
- * ☐ small flashlight
- * ☐ small knife or multi-tool
- * ☐ extra batteries for your radio and flashlight
- * ☐ light glow/stick (2)
- * ☐ personal toiletries (i.e., toothbrush, no-water antibacterial hand cleaner, eye drops, etc.)
- * ☐ three day supply of medicines. Ask your physician or pharmacist about storing prescription medication
- * ☐ comfortable clothes, sturdy shoes, socks, and hat for the season in case you have to walk
- * ☐ N95 paper mask (2). This provides added protection from particulate matter (dust) that may be generated in an explosion
- * ☐ an ink pen and a small note/phone book with phone number and e-mail addresses of your family, friends, and neighbors
- * ☐ rain poncho
- * ☐ blanket
- * ☐ small first aid kit
- * ☐ area map
- * ☐ metal whistle
- * ☐ cash (i.e., \$50, in small denominations). **Keep this on yourself, not in the kit.**

Note: An emergency kit is only intended to meet basic needs, and you are the best judge of what your needs are.

Exhibit 1

| OCCUPANT EMERGENCY PLAN CONTACTS | Date: |
|--|--|
| Federal Protective Service (FPS) | 708-1111 |
| Fire Department/Police | 911 |
| George Washington University Hospital | 715-4911 |
| Mary Bradley, Property Manager Scott Mead, Portfolio Manager Security Officer(Concierge) | 223-3131 833-5819 or 833-5800 785-1334 |
| *Patricia Farmer, Acting Designated Official, (Margaret Martz, Secretary) | 418-8952 418-8951 |
| Alternate Designate Officials (ADO s) | |
| Lolla Davies (primary) | 418-9000 |
| Gary Hilding | 418-8983 |
| Pete Sleight | 418-8961 |
| Barbara Boyd | 418-8955 |
| Pat Carter | 418-9007 |
| Tom Montgomery | 418-9040 |
| **Juliet McBride, Safety Officer | 418-9029 |

Note: *The Acting DO would be located at the Command Center (first floor lobby or another location outside the building when deemed necessary).

**The Safety Officer assists the DO and ADO and is normally located at the Command Center with the DO or ADO.

Evacuation Information

| |
|---|
| Persons Authorized to Order Evacuation |
|---|

| | |
|--|--|
| Person Authorized to Order Evacuation | Patricia Farmer, (Acting Designated Official) Branch Chiefs (See list of ADO s in Exhibit 1) |
| Occupant Emergency Coordinator | Juliet D. McBride |
| Federal Protective Service Officer | Vicki L. Witherspoon |
| Building Property Manager | Mary Bradley |

Fire Department Official in Charge

| Evacuation Signals |
|---|
| <p>Fire: Describe method of notification for complete or partial evacuation.</p> <p>Manual building alarm (next to all stairwells) to be pulled.</p> |
| <p>Explosion or Gas Leak: Describe method of notification for complete or partial evacuation.</p> <p>Manual Building Alarm (next to all stairwells) to be pulled.</p> |
| <p>Suspicious Object: Describe method of notification for complete or partial evacuation.</p> <p>Make calls to Floor Monitors who verbally notify occupants to evacuate according to instructions.</p> |

Exhibit 3

| Occupant Information Sheet 2101 L Street | |
|---|--|
| Primary Occupant Agency | USDA, Farm and Foreign Agricultural Services |
| Floors Occupied | 3rd and 5th |
| Occupants on 3rd Floor Contact Number | 13 418-9040 |
| Occupants on 5th Floor Contact Number | 114 418-8951 |
| Number of Federal Occupants | 127 |

Exhibit 4

**Safety Committee and
Emergency Response Team**

| Position..... | Responsible for..... | Name..... | Phone..... |
|--|--|--|--|
| Designated Official | Command Center (lobby, outside lobby door, SS Administration lobby, other) | Patricia Farmer (Acting) | 785-1334 (lobby) 418-8950 (w) |
| Alternate Designated Official | Command Center (floor lobby, outside lobby door, SS Administration lobby, other) | Lolla Davies (primary) All Branch Chiefs | 785-1334 (lobby) 418-9000 (w) (See Exhibit 1) |
| Safety Officer | Command Center (lobby, outside, SS Administration lobby, other) | Juliet McBride | 785-1334 (lobby) 418-9029 (w) |
| 5th Floor (Floor and Elevator Monitors) | Hallway near elevator | Darla Hensley (primary) Elsa Newland Mondina Jolley | 418-9021 418-9074 418-8992 |
| 5th Floor (Area Monitors) | 5000, 5800 5000, 5800 5000, 5800 | Lacy Muir Cheryl Fuller Nancy Williams | 418-8977 418-8973 418-4201 |
| 5th Floor (Area Monitors) | 5100, 5200 5100.5200 5100,5200 | Carolyn Taylor Don Samuel Jonathan Gougisha | 418-8996 418-8988 418-8985 |
| 5th Floor (Area Monitors) | 5200, 5300/all restrooms | Adriane O Meara Terri Meighan | 418-8998 418-4299 |
| 5th Floor (Area Monitors) | 5400, 5500,5600 5600, 5500,5600 | Shelia Bruce Juanita Daniels Peter Spencer-MacGregor | 418-9010 418-9059 418-3491 |
| 5th Floor (Area Monitors) | 5700/all restrooms 5700/all restrooms 5700/all restrooms | Linda Watkins Lisa Gressen Susan Brown | 418-9038 418-9030 418-9039 |

**Safety Committee and
Emergency Response Team**

| Position..... | Responsible for.... | Name..... | Phone..... |
|--|--|---|--|
| 5th Floor (Stairwell Monitors) | Stairwell A Stairwell A | Tatjana Fernandez | 418-9020 |
| 5th Floor (Stairwell Monitors) | Stairwell B | Cindy Moseley | 418-9025 |
| 5th Floor (Stairwell Monitors) | Stairwell C | Angela Jackson | 418-9019 |
| 5th Floor (Backup) | Stairwells A, B, C | *Lisa Flores | 418-9024 |
| 5th Floor (Floor Staging Area Monitor/Buddy) | 5000 (reception area) | **Joe Migyanka | 418-9083 |
| 5th Floor (Floor Staging Area Monitor/Buddy) | 5000 (reception area) 5000 (reception area) | **LeAndrea Alsobrook | 418-8982 |
| Runners | From Command Center to Relocation Sites | ***Kim Jones ***Lisa Proctor ***Reda Owens | 418-8979 418-9031 418-9027 |
| Offsite Managers | 21st & M Streets -small park area/ 1155 21st - Port of Piraeus Restaurant (disabled persons) Note: 21st & Pennsylvania Ave-small park area (alternate relocation sites) | ****Patricia Farmer (primary) *****Kim Jones (backup) *****Reda Owen (backup) | 418-9007 418-9016 418-9090 |

* Lisa Flores backup all Stairwell Monitors on the 5th floor

**Joe Migyanka and LeAndrea Alsobrook, assist disabled employees and visitors on the 5th floor.

***Lisa Proctor, Reda Owens, and Kim Jones provide communications between Designated Official and Offsite Manager

**** Patricia Farmer directs employees and visitors to relocation sites.

Note: *****Reda Owens and Kim Jones serve as backup offsite managers.

**Safety Committee and
Emergency Response Team**

| Position..... | Responsible for..... | Name..... | Phone..... |
|--|--|---|----------------------------------|
| 3rd Floor (Floor and Elevator Monitors) | Hallway near elevator | Marie Hubbard (primary) Arlene Bailey Nicole Tucker | 418-9047 418-9043 418-9143 |
| 3rd Floor (Area Monitors) | Areas within doors 303A through C & all restrooms | Tanya Coram-Howard Julia Jackson | 418-9044 418-9049 |
| *3rd Floor, (Stairwell Monitors) | Stairwell C Stairwell B | *Nicole Tucker *Bessy Plaza | 418-9143 418-9050 |
| **3rd Floor (Floor Staging Area Monitors) Buddies #1) | Room 303A (reception area, stairwell) Room 303A (reception area, stairwell) | **Tom Montgomery **Joe Hoffman | 418-9040 418-9048 |
| **3rd Floor (Floor Staging Area Monitors) (Buddies #2) | Room 303A (reception area, stairwell) | ***Tracey Foster | 418-9051 |

* Nicole Tucker and Bessy Plaza back up each other.

**Tom Montgomery, Joe Hoffman, and Tracey Foster assist disabled employees and visitors on the 3rd floor.

***If no disabled employee or visitor, Tracey Foster assists in absence of Area Monitors Tanya Coram-Howard or Julia Jackson.

Exhibit 5

| Bomb Threat Checklist |
|--|
| Section 1 - Instructions |
| Complete this checklist when receiving a bomb threat. Stay as calm and courteous as possible. Have someone to notify FPS (708-1111) and police (911) while you continue to talk to caller. Provide information in checklist to law enforcement officials. |
| Section II - Obtain the Following Information |
| Exact words of threat |
| Number at which call is received |
| Number shown on Caller ID |
| Date and time of call |
| Section III - Questions to Ask the Caller |
| What type of bomb is it? |
| When is the bomb going to go off (i.e., date, time)? |
| What is the location of bomb? |
| What does it look like? |
| Who put it there? |
| What kind of bomb is it? |
| When is the bomb going to explode? |
| What will cause it to explode? |
| Did you place the bomb? |
| Why did you place the bomb? |
| What are your name and address? |

| |
|---|
| Bomb Threat Checklist |
| Section V - Descriptive Background Information |
| Noises heard in background |
| Threat language (i.e., well-spoken message, recorded message) |
| Manners of callers (i.e., polite, irritated) |
| Section VI - Law Enforcement Information |
| Your name, location, and phone number |
| Name of any employee or work location threatened by caller |
| Exact location where bomb is supposed to explode |
| Time bomb is supposed to explode |
| Outside appearance or description of bomb |
| Reason for the bomb |
| Confirmation of your name and phone number |

| Chemical/Biological Threat Checklist |
|--|
| Section I - Instructions |
| <p>This checklist provides instructions to use when receiving a chemical biological threat. Stay as calm and courteous as possible.</p> <p>Immediately report threat to the FPS (708-1111) and Police (911).</p> <p>Provide a copy of the completed form to law enforcement officials.</p> |
| Section II - Obtain the following Information |
| Exact words spoken by caller |
| Sex, race, age of caller |
| Number at which call is received |
| Date and time of call |
| Section III - Questions to ask Caller |
| What chemical or biological agent is it? |
| When is the agent going to be released? |
| Where is it right now? (i.e., building, location, floor, room) |
| Who put it there? |
| What does it look like? |
| What will cause it to spread? |
| What will trigger it? |
| Where did you get the agent? |
| Why are you doing this? |
| What is your name? |
| What is your phone number and address? |
| Section III - Descriptive Background Information |
| Describe noises heard in background |
| How was threat language presented (i.e., well spoken, taped message) |
| Manners of caller (i.e., very polite, irritated, calm) |
| Speech (i.e., accent) |

| Floor Evacuation Status Report of Employees (For use by DO to track persons except disabled) | | | | |
|---|--|--|-------------------------------|--|
| Floor | Name of Floor Monitors | Name of Monitor Reporting to DO | Time Report Made to DO | Time DO Made Report to Property Management and Security Officials |
| 3rd Floor | * <input type="checkbox"/> Marie Hubbard (primary) * <input type="checkbox"/> Arlene Bailey * <input type="checkbox"/> Nicole Tucker | | | |
| 5th Floor | * <input type="checkbox"/> Darla Hensley (primary) * <input type="checkbox"/> Elsa Newland * <input type="checkbox"/> Mondina Jolley | | | |

Note: The Floor and Elevator Monitors provide floor evacuation status to the DO.

The DO provides status reports to the property management and security officials. They report the status to the Fire and Emergency Team.

Exhibit 8

| Floor Evacuation Status Report of Disabled Persons (To be used by DO to track disabled employees and visitors) | | | | | |
|---|---|--|--------------------------------------|-------------------------------|---|
| Floor | Name of Buddies | Disabled Employee or Visitor/ Location/Need | Name of Buddy Reporting to DO | Time Report Made to DO | Time DO Made Report to Property Management and Security Official |
| 3rd | * <input type="checkbox"/> Tom Montgomery (primary) * <input type="checkbox"/> Joe Hoffman * <input type="checkbox"/> Tracey Foster | Employee * <input type="checkbox"/> Regina Duncan Location * <input type="checkbox"/> Room 303A, or Stairwell B or C Needs: Wheelchair and evacuation assistance | | | |
| 5th | * <input type="checkbox"/> Joe Migyanka * <input type="checkbox"/> LeAndrea Alsobrook | | | | |

Note: The Buddies provide the DO and Floor and Elevator Monitor names, needs, and locations of the disabled person.

The DO provides status reports to the property management and security officials at the Command Center. They report the status to the fire and emergency officials.

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